



Nancy Follansbee, Superintendent

# EASTHAMPTON PUBLIC SCHOOLS

EASTHAMPTON MUNICIPAL BUILDING

50 Payson Avenue, 2<sup>nd</sup> Floor

Easthampton, MA 01027

(413) 529-1500 TEL

(413) 529-1567 FAX

e-mail: [follansbeen@easthampton.k12.ma.us](mailto:follansbeen@easthampton.k12.ma.us)

website: [www.easthampton.k12.ma.us](http://www.easthampton.k12.ma.us)

December 5, 2013

To Whom It May Concern:

CC Docket No. 02-6

Entity & BEN: Easthampton Public Schools (BEN 120020)

Contact Person: Ashley Barstow

Contact Information:

Mailing Address: 50 Payson Ave, Easthampton, MA 01027

Phone Number (413)-529-1500 x 123

E-Mail: [barstowa@easthampton.k12.ma.us](mailto:barstowa@easthampton.k12.ma.us)

Service Provider: Merrimack Education Center

Funding Year: 2012

Application Type: Form 486

Application Number: 979254

FRNs: 2375875

Appeal Reason: Funding was denied due to late submittal of form 486 & change of service start date. Appeal was denied by USAC on November 25, 2013.

We are appealing the denial of the appeal by USAC dated November 25, 2013. (attached)

Appeal Explanation:

Form 486 - Submittal Date:

Easthampton's Public School's former e-rate coordinator, retired as of October 1, 2013 and a new full-time employee was not able to start until the middle of October. Unfortunately with his impending retirement and family issues, the former e-rate coordinator was not able to complete the form until 1 day after the deadline. We now have a new E-rate coordinator and expect to meet all future deadlines in a timely fashion.

Service Start Date Change Decision:

Upon review of the E-rate forms, we noticed that the service start date was incorrectly changed to 5/30/13. This start date should be 07/01/12. This seems to be some confusion with the expectation to move to a new medium (MBI) @ a reduced rate, however, due to holdups in the State, this project was not completed, and the service was never switched. Please see enclosed copy of the service contract with a start date of 07/01/12

We would like you to accept this explanation and reconsider USAC's decision to change the start date of the service, or deny the service.

Thank you for your attention to this matter, and feel free to contact for any further documentation necessary.

Sincerely,

Ashley Barstow, Director of Technology



Nancy Follansbee, Superintendent

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November 19, 2013

Letter of Appeal

Schools and Libraries Division - Correspondence Unit

30 Lanidex Plaza West

PO Box 685

Parsippany, NJ 07054

To Whom It May Concern:

Entity & BEN: Easthampton Public Schools (BEN 120020)

Contact Person: Ashley Barstow

Contact Information:

Mailing Address: 50 Payson Ave, Easthampton, MA 01027

Phone Number (413)-529-1500 x 123

E-Mail: [barstowa@easthampton.k12.ma.us](mailto:barstowa@easthampton.k12.ma.us)

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Application Number: 979254

FRNs: 2375875

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Thank you for your attention to this matter, and feel free to contact for any further documentation necessary.

Sincerely,

Ashley Barstow, Director of Technology





Universal Service Administrative Company  
Schools & Libraries Division

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**Administrator's Decision on Appeal – Funding Year 2012-2013**

November 25, 2013

Ashley Barstow  
Easthampton School District  
50 Payson Avenue  
Easthampton, MA 01027-2023

Re: Applicant Name: EASTHAMPTON SCHOOL DISTRICT  
Billed Entity Number: 120020  
Form 471 Application Number: 870990  
Form 486 Application Number: 979354  
Funding Request Number(s): 2375875  
Your Correspondence Dated: November 19, 2013

After thorough review and investigation of all relevant facts, the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has made its decision in regard to your appeal of USAC's Funding Year 2012 FCC Form 486 Notification Letter for the Application Number indicated above. This letter explains the basis of USAC's decision. The date of this letter begins the 60 day time period for appealing this decision to the Federal Communications Commission (FCC). If your Letter of Appeal included more than one Application Number, please note that you will receive a separate letter for each application.

Funding Request Number(s): 2375875  
Decision on Appeal: **Denied**  
Explanation:

- USAC has determined that your FCC Form 486 (Application Number: 979354) was not filed within 120 days calculated from April 30, 2013, the date of the Funding Commitment Decision Letter (FCDL) or July 01, 2012, the Service Start Date (SSD) indicated on the FCC Form 486, whichever date is later. On September 6, 2013, USAC mailed an "Urgent Reminder" letter providing you with additional time and a new deadline (September 26, 2013) to submit and/or certify your FCC Form 486. Your FCC Form 486 was certified on September 27, 2013, which is after the new deadline. Consequently, the SSD has been revised to reflect May 30, 2013 (120 days before the FCC Form 486 postmark date). If the funding commitment includes recurring charges then the funding commitment has been reduced accordingly. It is the responsibility of the applicant to ensure that

all forms are submitted to USAC in a correct and timely manner. As a result, your appeal is denied.

- FCC rules require applicants to use recurring services within the relevant funding year and to implement non-recurring services by the applicable deadline established by the Commission. *See* 47 C.F.R. sec. 54.507(d). The FCC Form 486 informs USAC when the applicant is scheduled to receive or has received services in the relevant funding year from the named service provider. The receipt of a properly completed FCC Form 486 triggers the process for USAC to receive invoices. In order for an applicant to receive discounts retroactively to the Service Start Date (SSD), the FCC Form 486 should be postmarked no later than 120 days after the SSD featured on the FCC Form 486 or no later than 120 days after the date of the Funding Commitment Decision Letter (FCDL), whichever is later. When an applicant has missed a deadline to file its FCC Form 486, it is given an additional 20 calendar days from the date of receipt of USAC's written notice to file or amend its FCC Form 486 and receive services retroactively to the SSD. *See* Request for Review and Waiver of the Decision of the Universal Service Administrator by Alaska Gateway School District, Tok, AK, et al., Schools and Libraries Universal Service Support Mechanism, File Nos. SLD-412028, et al., CC Docket No. 02-6, 21 FCC Rcd 10186-10187, DA 06-1871, para. 8 (rel. Sep. 14, 2006).

Since your appeal was denied in full, dismissed or cancelled, you may file an appeal with the FCC. Your appeal must be postmarked within 60 days of the date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554. Further information and options for filing an appeal directly with the FCC can be found under the Reference Area/"Appeals" of the SLD section of the USAC website or by contacting the Client Service Bureau. We strongly recommend that you use the electronic filing options.

We thank you for your continued support, patience and cooperation during the appeal process.

Schools and Libraries Division  
Universal Service Administrative Company

cc: John Schott



Nancy Follansbee, Superintendent

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July 11, 2013

Mr. John Schott  
7 Quinlan Drive  
Hadley, MA 01035

Dear Mr. Schott:

I am in receipt of your letter dated July 2, 2013 announcing your intent to retire from your position as Director of Technology effective October 1, 2013.

Thank you for your sixteen (16) years of dedicated service to the children and faculty of Easthampton. I would like to wish you good health and success in your retirement, and it is my sincere hope that the years ahead will be a time of joy and much accomplishment for you.

Sincerely,

Nancy Follansbee  
Superintendent of Schools

Copy: Principal  
Business Office  
Payroll  
Attendance  
City Personnel Office  
Personnel File  
File





Universal Service Administrative Company

Schools and Libraries Division

**FORM 486 NOTIFICATION LETTER**  
**(Funding Year 2012: 07/01/2012 - 06/30/2013)**

October 23, 2013

John Schott  
EASTHAMPTON SCHOOL DISTRICT  
50 PAYSON AVENUE  
EASTHAMPTON, MA 01027-2023

Re: FCC Form 486 Application Number: 979354  
Applicant's FCC Form 486 Identifier: Eps -2012

This letter is to notify you that the Universal Service Administrative Company (USAC) has received and accepted an FCC Form 486, Receipt of Service Confirmation Form, from you. This notification is to confirm the information that you provided. This information is being shared with the service provider whose Service Provider Identification Number (SPIN) you identified on each Funding Request Number (FRN).

You may be receiving this letter to revise or correct a previous Form 486 Notification Letter. The information contained in this letter supersedes any previous notification you may have received, including, but not limited to, a previously adjusted Service Start Date or previously reduced funding commitment.

An explanation of the data provided in our letter reports is in the Guide to USAC Letter Reports posted in the Reference Area of our website. Complete program information, including invoice deadlines, is also posted on our website. You may also contact our Client Service Bureau toll-free by phone at 1-888-203-8100, by email using the Submit a Question link on our website, or toll-free by fax at 1-888-276-8736.

**NEXT STEPS**

Discuss with your service provider whether you would like discounts on your bills or to pay your bills in full and be reimbursed for discounts.

Applicants invoice USAC before the invoice deadline using the applicant invoice [FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form] for reimbursements of discounts after paying the service provider bills in full. Service providers invoice USAC using the service provider invoice [FCC Form 474, Service Provider Invoice (SPI) Form] after billing applicants for their non-discount portion. Whichever method you choose, you must pay your non-discount portion, as stated in program rules. Program rules also require that participants maintain all documentation for at least five years after delivery of discount service.

**TO APPEAL THE SERVICE START DATE/FUNDING COMMITMENT CHANGE DECISION**

You have the option of filing an appeal with USAC or directly with the Federal

Communications Commission (FCC).

If you wish to appeal a decision in this letter to USAC, your appeal must be received by USAC or postmarked within 60 days of the above date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and email address for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Include the following to identify the letter and the decision you are appealing:
  - appellant name,
  - applicant or service provider name, if different than appellant,
  - applicant BEN and service provider SPIN,
  - FCC Form 486 Number 979354 and ERN(s) as assigned by USAC,
  - "Form 486 Notification Letter for Funding Year 2012", AND
  - the exact text or the decision that you are appealing.
3. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep a copy of your entire appeal, including any correspondence and documentation.
4. If you are an applicant, please provide a copy of your appeal to the service provider(s) affected by the USAC's decision. If you are a service provider, please provide a copy of your appeal to the applicant(s) affected by the USAC's decision.
5. Provide an authorized signature on your letter of appeal.

We strongly recommend that you use one of the electronic filing options. To submit your appeal to USAC by email, email your appeal to [appeals@sl.universalservice.org](mailto:appeals@sl.universalservice.org) or submit your appeal using the Submit a Question feature on the USAC website. USAC will automatically reply to incoming emails to confirm receipt.

To submit your appeal to us by fax, fax your appeal to (973) 599-6542.

To submit your appeal to us on paper, send your appeal to:

Letter of Appeal  
Schools and Libraries Division - Correspondence Unit  
30 Lanidex Plaza West  
PO Box 685  
Parsippany, NJ 07054-0685

For more information on submitting an appeal to USAC, please see Appeals in the Schools and Libraries section of the USAC website.

If you wish to appeal a decision in this letter to the FCC, you should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be received by the FCC or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. We strongly recommend that you use the electronic filing options described in Appeals posted on our website. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554.

Schools and Libraries Division  
Universal Service Administrative Company

FORM 486 NOTIFICATION LETTER REPORT  
(Funding Year 2012)

Funding Request Number: 2375875  
Form 471 Application Number: 870990  
Service Provider Name: Merrimack Education Center  
Service Provider Identification Number: 143004624  
Billing Account Number: N/A  
Service Start Date: 05/30/2013\*  
Service Start Date Change Explanation: 120-DAY 486 DEADLINE  
Adjusted Funding Commitment: \$0.00







Schools and Libraries Division



**URGENT REMINDER: YOUR FORM 486 MAY BE LATE**  
(Funding Year 2012: 07/01/2012 - 06/30/2013)

Date: September 6, 2013

John Schott  
EASTHAMPTON SCHOOL DISTRICT  
50 PAYSON AVENUE  
EASTHAMPTON, MA 01027-2023

RE: Billed Entity Number: 120020  
Form 471 Application Number: 870990

This letter is a reminder that you may have missed the deadline for submitting and certifying your FCC Form 486, Receipt of Service Confirmation Form, based on your FCDL Date and the Service Start Date indicated on your FCC Form 471, Block 5 Discount Funding Request(s).

You have 20 days from the date of this letter to submit and certify your Form(s) 486 with no penalty, if your services did start at least 120 days before the above date.

If you fail to submit and certify your Form 486 by 09/26/2013 your Service Start Date may be adjusted once you submit and certify your Form 486. USAC may reduce your commitment for recurring services if your Service Start Date is adjusted.

**THIS IS YOUR ONLY REMINDER.** If your services have not yet started or have started within the last 120 days, **YOUR FORM 486 MUST BE POSTMARKED OR SUBMITTED ONLINE WITHIN 120 DAYS OF YOUR SERVICE START DATE.**

Following this letter is a Form 486 Reminder Report (Report) that lists the Funding Request Number(s) for which either a Form 486 has not been submitted or a Form 486 has been submitted online, but not certified.

Form 486 is available in the Apply Online area of our website at [www.usac.org/sl](http://www.usac.org/sl). We recommend that you use the Deadline Tool on our website to check the Form 486 deadlines for specific FRNs and other Program deadlines.

Complete Program information is available on our website. You may also contact our Client Service Bureau via email using the "Submit a Question" feature on our website, toll-free via fax at 1-888-276-8736 or toll-free via phone at 1-888-203-8100.

Schools and Libraries Division  
Universal Service Administrative Company

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Schools and Libraries Division - Correspondence Unit  
30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685  
Visit us online at: [www.usac.org/sl](http://www.usac.org/sl)

Form 486 Reminder Report  
Form 471 870990

We have not received your completed Form 486 and certifications - either online or on paper.

Funding Request Numbers(s)

2375875  
2551086